

SENIOR PLANNER

DEFINITION

To perform more difficult professional planning work including research, analysis and technical work in the development of planning projects and related planning activities; supervise subordinates; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Planner or an assigned supervisor.

Exercises direct supervision over assigned personnel.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinate and perform complex and difficult planning research projects and investigations.

Perform highly technical research in zoning changes, zoning variances, conditional use permits and other planning matters including population, housing, transportation, land use, and economic studies.

Coordinate and supervise field analysis and studies of re-zoning and variance requests.

Develop new ordinances and resolutions.

Participate in reviews and revisions to the general plan.

Supervise dispensing of public information by subordinates.

Prepare and review environmental documents and reports.

Assist in the training of new personnel.

Compile and present reports; make recommendations on a wide variety of planning subjects including zoning changes and subdivision maps.

Attend meetings of the Planning Commission and provides technical support to various agencies and community groups as required.

Serve as project leader on complex departmental assignments and projects.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of local planning, environmental law and zoning.

State and local laws and regulations planning and zoning.

Research methods as applied to the collection, tabulation and analysis of statistics affecting public planning.

Engineering drawing and topographic mapping.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Collect, tabulate and compute planning statistics.

Organize and conduct various planning research studies.

Maintain records and prepare reports.

Coordinate the work of technical and clerical personnel

Make oral presentations at various meetings

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible city or regional planning work.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, architecture, environmental studies, natural resources management or a closely related field.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and to lift or carry weight of 15 pounds or less. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.